

**SITE DOCUMENTS  
REQUIREMENTS  
MANUAL**

03/14/97

**1-MAN-001-SDRM  
REVISION 0  
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**APPENDIX 1**

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**GUIDELINES FOR PROCEDURE DISPOSITION**

**Purpose**

In an effort to reduce the administrative burden and the number of outdated procedures, this decision checklist has been prepared. The RM **SHALL** use this checklist to determine the disposition of RRTS procedures. Procedures should either be maintained (needed for the new mission), placed in inactive status (indeterminate or unknown need), or canceled (no future need), based upon these criteria.

**Directions**

Follow the instructions on the back and use the matrix below as a guide to assist in dispositioning the procedures within your responsibility.

Procedure Title SAMPLING OF INCIDENTAL WATERS

Procedure Number 5-21000-OPS-SW.16

Rev. REV 2

Procedures can be dispositioned in one of three ways. Check the appropriate box as defined below:

1. Maintain ☐ The procedure is presently needed to implement a contractual requirement or driver; or needed for current mission, or needed to operate existing equipment; or needed to perform an activity.
2. Inactive ☐ The need for this procedure is indeterminate or unknown. (No other concurrence or approval is needed when the RM signature is received.)
3. Cancel ☒ There is no future need for this procedure, as described in the criteria for Number 1 above.

Print/Sign/Date below to maintain, place in inactive status, or cancel

John E. LAW x 8760 / P 454 / T 843A [Signature] 14-25-97  
 Responsible Manager Print Name/Phone/Fax/Location Sign Date

Reactivate this procedure. ☐ A periodic review **SHALL** be performed

Print/Sign/Date below to reactivate from inactive status

Responsible Manager Print Name/Phone/Fax/Location Sign Date

97-DMR-U00202

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